



**REQUEST FOR QUALIFICATIONS  
RHODE ISLAND CONVENTION CENTER FOOD AND BEVERAGE DEPARTMENT  
SANDWICHES PRICING**

The Authority owns the Dunkin' Donuts Center and the Rhode Island Convention Center, located at One LaSalle Square and One Sabin Street Providence, Rhode Island. The facilities are currently managed for the Authority by SMG of Philadelphia, Pennsylvania.

The Rhode Island Convention Center requests qualifications from firms interested in being selected as the provider of client quality prepared sandwiches for the Food and Beverage Department at the Rhode Island Convention Center, located at 1 Sabin Street, Providence, RI 02903

Additional information on the facility is available on our website at:  
<http://www.riconvention.com/>

**SCOPE OF SERVICES:**

The services that the selected provider will be responsible for are providing quality sandwiches on an as needed basis to the Rhode Island Convention Center Food and Beverage Department to be served to our patrons.

**TERM:**

Three (3) years with the option to discontinue at any time if we are not satisfied.

**QUALIFICATIONS:**

For your response to be properly evaluated you must provide the following:

1. **Firm Profile:** Provide a profile of your firm which includes its size and an overview of its total operations. Provide a mission statement outlining your policies with regards to customer service.
2. **Summary of Related Experience:** In an overview format summarize your experience during the past five to eight years that uniquely qualifies you to provide the services outlined in this Request.

Submit evidence of prepared sandwich services you have provided for other food and beverage outlets.

3. **Personnel:** Identify the lead person and associated personnel, your firm would assign.

Ability to perform the services reflected and the availability of experienced personnel to perform the services.

4. **Pricing:** Per item based on requested product list provided

5. **Approach:** Include a detailed statement of your approach to the services requested.

6. **Insurance:** Please provide the amount of professional liability coverage which you currently carry.

7. **Licenses:** Hold and maintain in good standing all required applicable local, state and federal licenses and permits for the services required.

8. **References:** Provide five (5) client references.

Respondents may be interviewed by the Rhode Island Convention Center, at its sole discretion, for the purpose of obtaining clarification or additional information.

**REQUIRED PRODUCT LIST:**

**RICC will need pricing for the following product:**

**Turkey and Cheese on White Bread  
Turkey and Cheese on Wheat Bread  
Turkey on White Bread  
Turkey on Wheat Bread**

**Ham and Cheese on White Bread  
Ham and Cheese on Wheat Bread  
Ham on White Bread  
Ham on Wheat Bread**

**Egg Salad on White Bread  
Egg Salad on Wheat Bread**

**Tuna Salad on White Bread  
Tuna Salad on Wheat Bread**

**Chicken Salad on White Bread  
Chicken Salad on Wheat Bread**

**5" Deli Sub Italian Cold Cut  
5" Deli Sub Roast Beef & Cheese Cut  
5" Deli Sub Ham & Cheese Cut**

**Italian Wrap  
Chicken Caesar Wrap  
Turkey Wrap  
Buffalo Chicken Wrap**

**Garden Salad  
Buffalo Chicken Salad  
Apricot and Feta Salad  
Cranberry Chicken Walnut Salad**

**Mixed Berry Parfait Cups**

## EVALUATION CRITERIA

The Rhode Island Convention Center will carefully consider all information submitted. This is a request for qualifications. Responses will be evaluated on the basis of the above and related merits of the proposal.

## PROPOSAL SUBMISSION REQUIREMENTS

Each respondent must submit 3 copies of its proposal containing: all of the information required in the Qualification section of this RFQ, and its proposed fee, signed by a person legally authorized to bind the proposer to a contract. **Sealed proposals will be received until 2:00 PM local time, on Friday July 30, 2021 at which time all proposals will be opened.** Proposals must be addressed to:

**The Rhode Island Convention Center  
One Sabin Street  
Providence, RI 02903  
Attention: Howard Allen Purchasing Manager**

The outside package in which the proposal is submitted should be marked: RICC Food and Beverage Sandwich Pricing.

Submission of a response signifies careful examination of this Request for Qualifications (“RFQ”) and complete understanding of the nature and extent of the work to be performed.

## RIGHTS RESERVED TO THE RHODE ISLAND CONVENTION CENTER

Notwithstanding any other provision of this RFQ the RICC reserves to itself the rights listed below.

### *A. Right to Modify RFQ Documents*

The RICC reserves the right to modify or amend any provision of the RFQ documents.

### *B. Right to Reject Any and All Proposals*

Whenever the RICC deems it to be in the RICC’S best interest, the RICC reserves the right, in its sole discretion, to cancel this RFQ, to reject any and all proposals, to waive minor irregularities or informalities in a proposal; to re-advertise; and to proceed in a manner other than awarding a contract under this RFQ. **The RICC will not waive, however, the requirement that qualifications and proposals be received by the RICC prior to the deadline for submission.**

### *C. Right to Cancel Award*

The RICC reserves the right to cancel negotiations with any proposer at any time prior to a contract being fully executed by the proposer and the RICC.

*D. Additional Cause for Rejection*

Should you have any questions regarding this RFQ, please contact Howard Allen, Purchasing Manager, Rhode Island Convention Center, One Sabin Street Providence, Rhode Island 02903; phone (401) 458-6016. Any interpretation or correction of this RFQ will be made only by written addenda to all those whom requested a copy of this RFQ.